



**Telephone enquiries:**

Contact Islington  
T: 020 7527 2000  
F: 020 7527 6121

For official use only

Zone  Account number



## Electric Vehicle Charging Permit (EVCP)

**First application £67**       **Renewal £17**

### Electric Vehicle Owner Details (PLEASE USE BLOCK CAPITAL LETTERS)

Name:

Address:

Telephone:  Fax:

Email address:

Electric Vehicle's Registration:

Vehicle Make:  Model:

If you have an Islington Electric Vehicle Parking Permit for the above vehicle, please write the account number in the box below (it is the seven digit number printed on the left hand side of the permit):

If you do not have an Electric Vehicle Parking Permit you will need to provide proof of your residence and proof of vehicle ownership in the London Borough of Islington with this application form.

#### One proof of residence from the following:

- Utility bill with your name and your Islington address, which is less than 6 months old;
- Council Tax Bill from this year;
- Driving Licence showing your Islington Address.

#### One proof of vehicle ownership from the following:

- V5/Vehicle registration document;
- Insurance policy schedule.

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Por  Povo  lby  ldate  /  /  Start  /  /  End  /  /

To apply for an Electric Vehicle Charging Permit you must agree to the terms and conditions shown below. Please read them carefully and sign where shown.

## **Terms and Conditions – for Electric Vehicle Charging Permit Scheme (“the Scheme”)**

- 1) It is your responsibility to follow the instructions in this User Guide.
- 2) You must be a resident of the London Borough of Islington (LBI) to apply for the Electric Vehicle Charging Permit and to participate in the Scheme. The EVCP is not for business use.
- 3) Upon being admitted to the Scheme you will be issued with a Permit, an Access Tag and a Cable. You will be responsible for these items once they are in your possession. The Permit, Cable and Access Tag will remain the property of the Council and you will be expected to return them should you cease to participate in the Scheme and to pay for their replacement in the event of damage to, loss of or failure to return the originals.
- 4) This permit will be valid for a period of 1 year from the date of your application. LBI will write to you 1 month prior to the expiration of this permit, inviting you to apply for renewal. If you decide to renew the permit you must return your cable and you will be issued with a replacement cable together with your renewed permit. You may not continue to participate in the Scheme unless and until your permit has been renewed and you have been issued with a replacement cable.
- 5) It is your responsibility to ensure that re-charging is carried out safely so as to avoid injury to any person or damage to property. In particular you must ensure that:
  - The cable is safely plugged into your vehicle and that the positioning of the cable does not create a tripping hazard to passers-by;
  - You never unplug the cable from the vehicle before removing the plug from the recharging column;
  - You never drive off with the cable still attached to the electric vehicle recharging column.
- 6) You must only use the yellow cable provided by Elektromotive.
- 7) It is your responsibility to ensure the yellow cable is stored safely and maintained in good condition. You must never use a cut or damaged cable. You must never repair the cable yourself.
- 8) You may only recharge your vehicle while correctly parked in a designated Electric Vehicle Charging Permit Bay (“an EVCP Bay”).
- 9) LBI offers no warranty as to the availability or operability of the recharging columns or the power supplied from them.
- 10) Nor does LBI warrant that the Scheme will be maintained or continued for any period of time or that it will be expanded throughout the Borough beyond the existing installation of EVCP Bays.
- 11) LBI reserves the right to remove the recharging column without prior notice.
- 12) If Electric Vehicle Charging Permit holders are found to be misusing the recharging columns they will held liable for any damage caused and shall be permanently barred from the EVCP scheme.
- 13) There will be a £50 deposit fee for the use of the Permit, Access Tag and Cable. The fee will be fully refunded when you return each of those items undamaged. In the event that you fail to return, lose or damage any of the items, you will be liable to reimburse LBI the following sums:
  - £76 for the cable; and
  - £8 for the access tags; and

LBI may deduct such sum from your deposit monies as is necessary to cover any costs incurred as a result of loss or damage to any item. You will not be re-admitted to the Scheme or issued with replacement items until you have paid the full replacement cost as well as a further deposit.

- 14) You may only park in an EVCP Bay for the purpose of recharging your vehicle and then only for a maximum period of 3 hours between the hours of 7am-10pm (7 days a week). In addition you may recharge your vehicle for up to 9 hours overnight between the hours of 10pm-7am (7 days). If you park your vehicle in an EVCP Bay in contravention of this condition you will be liable to incur a Penalty Charge Notice and to have your vehicle removed by the Council.
- 15) You agree to pay an annual administration charge of £17 for participating in the scheme. LBI reserves the right to adjust the administration fee from time to time on giving prior notice in writing. You will be expected to pay such fees if you wish to continue in the Scheme. If you continue to participate in the Scheme for 21 days after having been notified of any adjustment of the fee then you will be deemed to have accepted liability to pay the fee. Alternatively, you may discontinue your participation in the Scheme by returning (undamaged and in good condition) the Permit, Access Tag and Cable.

I confirm that the information I have given on this form is true and accurate. I have read all of the Terms and Conditions outlined above and agree with them.

Signature:

Date:

Please send the completed form to:

Islington Parking Services  
The Parking Permits Office  
PO Box 46106  
London  
EC1B 1BR  
T: 020 7527 1338  
F: 020 7527 6121  
E: [parkingpermits@islington.gov.uk](mailto:parkingpermits@islington.gov.uk)  
[www.islington.gov.uk](http://www.islington.gov.uk)

### Checklist (please tick)

- Completed blue Electric Vehicle Permit application form
- Completed Yellow Lead and Access Tag application form
- Attached cheque or card payment of £67
- Attached proof of residence
- Attached proof of vehicle ownership
- Signed and dated in all places



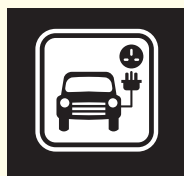


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## Electric Vehicle Charging Permit (EVCP) Application for a yellow cable and access tag

To participate in this scheme, you will be charged a non-refundable annual administration fee of £17 as well as a refundable £50 deposit payable for the use of the Permit, Access Tag and Cable. The deposit will be fully refunded when you return each of those items undamaged. In the event that you fail to return, lose or damage any of the items you will be liable to reimburse LBI the following sums:

- £76 for the cable; and
- £8 for the access tags; and

LBI may deduct such sum from your deposit monies as is necessary to cover any costs incurred as a result of loss or damage to any item. You will not be re-admitted to the Scheme or issued with replacement items until you have paid the full replacement cost as well as a further deposit.

This form must be completed and sent back together with the blue Electric Vehicle charging permit application in the pre-paid envelope.

There are four ways to make the £67 payment:

1. Enclose a cheque made payable to 'Elektromotive Ltd' with this form.
2. Enclose a postal order made payable to 'Elektromotive Ltd' with this form.
3. Complete the Credit/Debit Card Payment section on the reverse of this form.
4. Phone Elektromotive on 01273 704775 using a Credit/Debit card.

### Electric Vehicle's Owner Details (PLEASE USE BLOCK CAPITAL LETTERS)

Name:

Address:

Telephone:

Fax:

Email address:

Electric Vehicle's Registration:

Make:

Model:

I confirm that the information I have given on this form is true and accurate.

Signature:

Date:

**Please see overleaf for credit card details.**

## CREDIT/DEBIT CARD PAYMENT

Cardholder's name (as appears on the card):

Card number:

Card registered address if different to the mailing address:

Valid from:  Expiry date:  Issue date (if applicable):

I agree for £67 to be debited from my credit/debit card

Signature:  Date:

Please send the completed form and cheque/postal order or credit card details in the pre-paid envelope provided to:

Islington Parking Services  
The Parking Permits Office  
PO Box 46106  
London  
EC1B 1BR  
T: 020 7527 1338  
F: 020 7527 6121  
E: [parkingpermits@islington.gov.uk](mailto:parkingpermits@islington.gov.uk)  
[www.islington.gov.uk](http://www.islington.gov.uk)